



CORNERSTONE LEARNING COMMUNITY

Pre-arranged Absence Form

Instructions: Please fill out and give to your child's lead teacher. They can discuss with you any work that your child will need to make up during their absence. Makeup work is the responsibility of the student and their family.

- ☐ Step One: Complete this form.
- ☐ Step Two: Once completed, please return the form to your lead teacher **AND** discuss any make-up work that is assigned.
- ☐ Step Three: Once approved by your lead teacher, the completed form will be submitted to the Registrar and will be reviewed by the Registrar, along with the student's current attendance.
- ☐ Step Four: You will be notified of approval via email by the Registrar's office.

Request for pre-arranged absence(s)

Lead Teacher:

Please excuse my child Grade:

Beginning Date: Date Returning: Total Missed Days:

Reason for absence(s); attach documentation as appropriate:

I am aware of the State of Florida law (Section 1003.21 F.S.) which states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term.

Parent/Guardian Signature:
Relationship to student

Home or Cell Phone Number: Parent Email:

Lead Teacher Signature: Date:

Administrator Signature: Date: